



Job Announcement

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Opening Date:	December 20, 2012	Closing Date:	January 3, 2013
Job Title:	Problem Solving Courts Officer - Drug Court	Position Type:	Temporary Full Time
PIN:	840210	FLSA Status:	Exempt
Location:	District 2, Wicomico County	Flat Salary	\$24.52 per hour
Financial Disclosure:	Yes		(This is a Grant Funded Position with No State Benefits)

Essential Functions: Under the auspices of the Office of Problem-Solving Courts of the Administrative Office of the Courts, and general direction of the Drug Court Judge and the Administrative Clerk, the Problem Solving Courts Officer will be responsible for overall planning, management oversight and daily operations of the Drug Court program in District 2, Wicomico County. Major responsibilities include planning, developing and evaluating the components of the Drug Court; acting as management liaison among the Drug Court, legal representatives, contributing agencies and program participants and responsibility for the efficient, daily operation of the Drug Court to include budgets, grants, financial reports, and data collection for program evaluation and management reports. Perform other duties and special projects as assigned by the judge or appointing authority.

Education: Bachelor's Degree from an accredited college or university.

Experience: Three years of progressively responsible administrative experience to include project or program management, in the field of addictions, human/family services, health services, court management, public safety or law enforcement.

Preferred: Experience and knowledge of the operations of both the District and Circuit Court systems of Maryland. Prior experience managing or supervising large scale projects or programs. Working knowledge of the Maryland Rules of Procedure.

Skills/Abilities: Knowledge of program administration and principles of management. Knowledge of accounting principles related to the budgeting and management of program funds. Ability to communicate effectively, to facilitate meetings, give presentations, lobby outside organizations for funding and to compose grant proposals. Ability to develop and foster a spirit of team work to improve the quality of the drug treatment court when working with teams and committees and to bring people from different agencies together to accomplish the goals of the program. Ability to exercise a high degree of confidentiality, judgment, tact, diplomacy and competence in dealing with judges, attorneys, court personnel, service providers, and the public. Ability to apply statutory requirements and to understand and comply with state and federal confidentiality laws concerning medical treatment. Excellent interpersonal and writing skills and ability to maintain good long-term working relationships within and outside the Judiciary. Ability to travel to meetings, seminars and symposiums required. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary application (unsigned applications will not be accepted) stating position title. Materials must be received in the Human Resources office at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.